

Barcodes on Monographs (LTS Procedure #11)

Scope: *This procedure outlines the best practice for barcode placement for print materials **only** at CU libraries. For the barcoding of materials in other formats, see the procedure that addresses each format.*

Also refer to [LTS Procedure #54: Physical Marking of Periodicals and Serial Publications](#).

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These guidelines are for barcoding general collections or barcoding protective containers for collection material. ***Special collection materials (RMC and Kheel Center) are exempted from these guidelines and should follow their own protocol determined by Rare & Special Processing Guidelines.***

General rule for barcode placement: Barcode goes on the front of the book or container, approximately .50" from the top edge and .50" from the right hand edge. If possible, do not obscure printing or unique cover art. In these exceptional cases, choose to apply the barcode vertically in the preferred location, elsewhere on the front cover (but never in the upper left corner, which may be needed for the call number label), on the back cover, on the first interior page, or some other reasonable location – *in that order*. When applicable, accompanying material should not be barcoded and would be reflected in the catalog record on material piece counts. Do not apply the barcode to the dust jacket unless the dust jacket is being retained (see [Special Situations](#) below).

Music Library items and scores: Do not barcode single-folio monographs that are stapled, not bound. Do not barcode scores for any music items with parts. These will be barcoded after cataloging and either pamphlet binding or commercial binding. Any music items that have pockets should be barcoded on the pocket. **Do not barcode sound recordings.** For all other music items follow the general rule for barcode placement.

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Special Situations

Hardcover books with book jackets: Books where book jackets are being retained (i.e. New & Noteworthy) should be double-barcoded during processing; one barcode on the jacket of the book and a duplicate barcode on the hard cover of the book.

Accompanying material: Barcode material which accompanies a main bibliographic item **only** if it will be shelved and circulated separately from the main item (for example—a guide to a microfilm set, a separately bound index to a print item, etc.). Do not barcode accompanying material that will be shelved and circulated in conjunction with the main item as a single unit (for example—maps in a pocket of a book, a sound cassette which is boxed, or will be boxed along with a print item). **EXCEPTION: Any accompanying CD-ROM/DVD-ROM destined for any ANNEX location will be stored separately and must have a separate container, item record and barcode. Follow the general rule for barcode placement.** When in doubt, do not barcode the accompanying material.

Fascicles (of dictionaries, etc.): Send softcover fascicles directly to the stacks without barcodes.

Broadsides (i.e. items printed on one side only): **DO NOT BARCODE.** A broadside is defined as "A separately published item consisting of a piece of paper, printed on one side only and intended to be read unfolded; usually intended to be posted or publicly distributed. Examples of broadsides are proclamations, handbills, ballad-sheets, news-sheets."

Volumes printed back to front (i.e. East Asian, Middle Eastern, and Judaic materials): This refers to those volumes whose title page is such that the spine is on the right when opened to the title page. Ignore what is considered the front of these volumes. *The barcode should be placed on the upper right corner of the cover with the spine on the left.*

Library binding serials: When bringing issues together to be sent for binding, the top journal should be barcoded and entered into the catalog; after binding, a duplicate barcode should be generated *by the Owning Library* for the bound serial when the bound journal is returned to the library.

Microfiche sets: When transferring microfiche sets to the Annex, please contact Annex staff to determine the best method for barcoding.

Transfers to Medium Rare: If the book was not yet barcoded, affix barcode to the first leaf of the item.

Barcode Placement by Container Types

Container Type	Recommended Barcode Location	Comments
Bound materials (hard cover)	Follow general rule.	Books where book jackets are being retained AND for volumes printed back to front see Special Situations section.
Bound materials (soft cover)	Follow general rule.	For volumes printed back to front please refer to Special Situations section.
Serials to be bound	Follow general rule. Apply barcode to first issue only	Refer to Special Situations section for description of bound journal processing.
4-flap folder/portfolio/East Asian wrappers	Follow general rule.	Barcode container not individual item or loose materials contained inside the portfolio
MM cases	Follow general rule.	Barcode container not individual item. For the pieces count, the case counts as one piece in addition to all the items that make up the set.
Envelopes	Follow general rule.	Flap is considered the back of the envelope; barcode is placed on the front of the envelope.
CD-ROM & DVD-ROM jewel case	Follow general rule.	Place barcode so it is fully on that portion of the case cover that opens; do not place barcodes on disks or cassettes.
CD-ROM & DVD-ROM commercial rectangular case	Follow general rule.	Place barcode on plastic cover of case; do not place barcodes on disks or cassettes.
Floppy disk jewel case	Follow general rule.	Place barcode so it is fully on that portion of the case cover that opens; do not place barcodes on disks or cassettes.
Audio cassette cases	front, top (short end), upper right corner	Do not place barcodes on cassettes.
Audio disks (L.P. album covers)	Follow general rule.	Do not place barcodes on disks or cassettes.
Audio disks (45 rpm, 7" disks; original jackets, sleeves, acid free envelopes)	Follow general rule.	Do not place barcodes on disks or cassettes.
Audio disks (78 rpm; 10"x12"x16" disks; acid free envelopes; some original jackets & set boxes)	Follow general rule.	Do not place barcodes on disks or cassettes.
All open audio reels stored in boxes (stored on edge)	Follow general rule.	
Video cassette cases	Follow general rule, except for Africana.	Do not place barcode on cassette. Africana exception: Place barcode on right hand corner of cassette, just above window of tape.
Video disk cases	Follow general rule, except for Africana.	Do not place barcode on disk. Africana exception: Place barcode on inside cover of DVD container in upper right corner.
Microfilm boxes	on the narrow flap	
Microfiche envelopes	dependent on how fiche is cataloged. Note: LTS does not barcode microfiche	For microfiche sets, please refer to Special Situations section.
Document cases/manuscript/Hollinger boxes (letter or legal size, 5" or 3" wide) readex microcard box	top right corner of narrow end	
Paige/record cartons	short side; upper right, below the cover	
Flat box/pizza box/clamshell/telescoping/newspaper	upper right; short side	
Oversized folders ; stored in flat files	lower right corner of open edge	
Map tubes ; 4x4 square	upper right of long side	
Expanding folders	Follow general rule.	This is for letter or legal size expanding folders. Flap is considered the back of the envelope. The barcode is placed on the front.

Princeton files	Follow general rule.	Princeton files are removed when sent to the Annex; materials is grey boarded and a duplicate barcode is generated.
Pamphlets	Follow general rule.	
Permanent grey boards	Follow general rule.	

Glossary

Barcode: a label that links the item to the holdings record in the library catalog.

Barcode wrapper: a loop of polyethylene film that is 2.5" wide. This loop is fitted snugly to the front cover of the book from head to tail and the barcode is attached to it, rather than the cover itself. RMC and the Annex primarily utilize barcode wrappers.

Label protectors: adhesive label used to reinforce barcodes affixed to cloth hardcover books.

Barcode duplicator: a device that enables existing barcodes to be copied and reprinted. Barcodes are scanned with a wand and recreate an identical barcode on a small printer.

For the barcoding of materials in other formats, see the procedure that addresses each format:

[Computer Disk Processing \(LTS Procedure #20\)](#)

[Microforms Processing \(LTS Procedure #23a\)](#)

[Rare and Special Items Processing \(LTS Procedure #50\)](#)

[Audio Recordings Processing \(LTS Procedure #14\)](#)

[Videorecordings Processing \(LTS Procedure #25\)](#)

See also "Bound With" and "Filmed With" Materials ([LTS Procedure #93](#))

Should doubt arise about barcoding (e.g., if decisions on binding cannot be anticipated), omit the barcode or consult with a supervisor before proceeding.